



GERALD D. JENNINGS
MAYOR

CITY OF ALBANY
DEPARTMENT OF ADMINISTRATIVE SERVICES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
(518) 434-5284

PERSONNEL * EQUAL OPPORTUNITY EMPLOYMENT * FAIR HOUSING * PURCHASING

PLEASE POST CONSPICUOUSLY

October 12, 2011

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Team Leader
Department of Youth and Workforce Services

The **Department of Youth and Workforce Services** has one (1) vacancy for the position of **Team Leader** at a rate of **\$27,040/year @ 37.5 hours/week.**

Applicants must meet the requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should forward a resume AND application to the Department of Administrative Services, City Hall, Room 301, Albany, NY 12207 no later than **Thursday, October 27, 2011.**

PLEASE POST FOR 10 (TEN) BUSINESS DAYS UNTIL
THURSDAY, OCTOBER 27, 2011

An Equal Opportunity /Affirmative Action Employer

TEAM LEADER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the day to day management of a team of 10-12 participants while they complete various assignments related to the twin missions of the Youth Programs – youth and family services. The Team Leader acts as project manager, educator, mentor, disciplinarian and counselor, and works closely with the Program Director and participant development staff to insure that each member of their team is taking full advantage of the full array of services offered within the Youth Programs. The incumbent fosters a positive work ethic and also encourages participants to develop a strong sense of personal responsibility for their actions and behaviors. Team Leaders must demonstrate sound judgment and strong character at all times. The Team Leader reports directly to the Program Manager.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises a team of participants in a highly structured environment that provides community service, education and training, life skills and ongoing counseling;
- Maintains discipline, enforcing the policies and procedures as outlined in the Participant Handbook;
- Sets a strong example through their own active participation in education where and when appropriate;
- Works closely with Youth Coordinator and Program Manager to identify work projects related to team specialty;
- Develops and provides an education component in conjunction with Youth Programs and insures that work is appropriate to skill level of participants;
- Responsible for timely completion of individual work projects, insuring safe work procedures and providing diplomatic resolution of project related problems;
- Develops monthly work schedule;
- Works closely with work project sponsor to facilitate a productive and effective relationship with the Youth Programs, including any necessary follow-up once work is completed;
- Assists senior staff with the development and delivery of program activities that enhance participant development, including, but not limited to, the weekly skills curriculum, service learning opportunities, field trips, team discussions and special presentations;
- Plays an active hands-on role in Youth Program-wide camp experiences, which embraces a series of challenging physical, social and communication related activities, in both a field and classroom setting, when applicable;
- Assists individual participants and senior staff in the development of an Individual Service Strategy (ISS) Plan during the pledge period. The ISS is a “living” document, formally reviewed each trimester break and also amended, as necessary, through ongoing active case conferencing;
- Meets with the Case Managers on a regular basis (usually during participant education) – these sessions may involve the Master of Social Work interns assigned to the Youth Programs from SUNY and other program staff, as needed;
- May choose to involve participants in maintaining daily attendance and punctuality records;
- Fills out daily Work Log;
- Prepares written reports of work projects, monthly participant evaluations, site safety reports, incident reports, written warnings, suspension and separation notices;

- Upon completion of a project, assists the Youth Coordinator and Program Manager with the preparation of a Project Report, to include narrative, photo documentation and participant testimonials;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of project development and management;
- Good knowledge of participant development;
- Ability to work with young adults;
- Ability to exercise good judgement and to maintain confidentiality;
- Ability to work with diverse teams for cooperative development in the management and operation of a project at various stages of involvement and completion;
- Ability to understand and follow detailed oral and written instructions;
- Ability to prepare special periodic reports;
- Ability to operate a 15-passenger van;
- Strong belief in the capacity of young people to serve themselves and to work as a team player in a high energy environment;
- Positive mental attitude;
- Courteous;
- Innovative;
- Tact and diplomacy;
- Reliability;
- Accuracy;
- Good judgment;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of *full-time experience relating to one of the four youth program areas (human services, construction, conservation and agriculture).

* 3-4 credits hours of internship = 2 months experience

*12 credit hours = 6 months experience

SPECIAL NOTE: A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Rev: 7/31/02
11/30/05
11/29/07